Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTMGR3F18N

Civil Service Class and Level: DEPARTMENTAL MANAGER-3

Working Title (What the agency calls the position): Radiological Emergency Preparedness (REP) Unit Manager

Name and Position Code Description of Direct Supervisor: ROOS, BRENNA L; DEPARTMENTAL MANAGER-4

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): State Services Bureau

Division: Emergency Management and Homeland Security Division (EMHSD)

Section: Training and Exercise Section

Unit: Radiological Emergency Preparedness (REP) Unit

Work Location (City and Address)/Hours of Work: 7150 Harris Drive, Dimondale, Michigan 48821 / Monday through Friday; 8 a.m. – 5 p.m.

General Summary of Function/Purpose of Position: This position oversees the REP Unit. The REP Unit is comprised of staff who support three nuclear power plants and the off-site emergency response program for 18 counties within the 50-mile Emergency Planning Zones (EPZ).
Staff within the Unit provide technical assistance in REP to five State of Michigan (SOM) counties within the ten-mile EPZ. Additionally, technical guidance and assistance is given to counties within the 50-mile EPZ. The goal of the REP Program is to ensure that state and local jurisdictions within 50 miles of a commercial nuclear power plant attain a fully qualified level of readiness in the event of an incident at a nuclear power plant. This is accomplished through planning, training, conducting drills and exercises, and is documented through an annual certification report capturing essential preparedness data regarding off-site activities and passing federally evaluated exercises. Each of these depends on support and coordination with plant staff, local governments, state agencies, and emergency responders.
The Unit Manager is responsible for overseeing staff members who guide planning initiatives, conduct drills and exercises, draft and review the Standard Operating Procedures (SOP), provide REP specific training, handle REP specific external communications, host the annual Michigan REP Conference, coordinate the ingestion pathway committee, and lead the REP strategic plan work group. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Manage the EMHSD's REP Program and Unit personnel. Ensure the SOM maintains full regulatory compliance with the Federal Emergency Management Agency (FEMA) standards by successfully planning, executing, and passing all federally evaluated exercises, and assist the local programs within the ten-mile EPZ's in maintaining their compliance with FEMA standards by providing technical assistance in the creation of SOPs, coordinating radiological preparedness and response training, coordinating radiological exercises, and drafting emergency preparedness plans and other relevant documents related to REP.

- Hire, train, and manage REP Unit personnel.
- Supervise staff in their deliverance of the REP program guidance for local jurisdictions within the 50-mile EPZ of Michigan's three nuclear power plants.
- Monitor timelines of scheduling the REP emergency operations plan (EOP) update meetings with federal, state, and local partners prior to evaluated exercises.
- Attend and assist in the coordination of EOP update meetings for counties within the ten-mile EPZ and set deadlines for plan completion with local and federal partners.
- Oversee the training and exercise activities concerning the development and submittal of exercise scenarios, scheduling of the 120-day meeting, creation of exercise specific SOPs, and scheduling out of sequence exercise activities in conjunction with federal and local partners.
- Assist with exercise control of federal evaluators at out-of-sequence exercises for counties within the ten-mile EPZ.
- Oversee planning for the annual Michigan REP Conference for state agency, county, and nuclear power plant staff.
- Ensure the nuclear power plant's Design Basis Report aligns with the applicable county EOP prior to a federally evaluated exercise.
- Ensure the Alert and Notification System report aligns with the applicable county's REP communication annex prior to a federally evaluated exercise.
- Monitor and assist with the training of the EMHSD staff in REP specific positions in the State Emergency Operations Center (SEOC).
- Ensure the timely submission of the Annual Letter of Certification to FEMA.
- Administration of the SOM's Radiological Operations Support Specialist program.

Duty 2: Serve as the lead point of contact for stakeholders of the Michigan REP program, including but not limited to the FEMA; the Nuclear Regulatory Commission; the Governor's Office; state and federal departments; the counties of Allegan, Berrien, Monroe, Van Buren, and Wayne; the American Electric Power Company; the DTE Energy Electric Company, Entergy Nuclear Operations, Inc.; the Region V REP program states; and the Provincial Government of Ontario, Canada.

- Coordinate the quarterly REP partnership meetings with local, state, and federal partners to align programmatic goals.
- Oversee the coordination for the Ingestion Pathway Committee with local, state, and federal partners to plan for emergency response in an ingestion pathway scenario.
- Oversee the coordination of the REP strategic plan working group to align high-level REP programs goals amongst local and state partners.
- Serve as the management-level contact with the 18 REP counties within the 50-mile EPZ.
- Serve as the management-level contact for FEMA, Region V REP program states, and Ontario's Emergency Management REP program.
- Represent the SOM's REP program for Ontario Emergency Management's quarterly emergency planning meetings.
- Schedule and maintain annual meetings with the Emergency Management Directors within the ten-mile EPZ.
- Schedule and maintain annual meetings with the Emergency Preparedness Managers from Michigan's three nuclear power plants.
- Ensure a current Memorandum of Understanding (MOU) with Ontario Emergency Management, DTE Energy Electric Company, and Michigan State Police (MSP)/EMHSD is maintained and updated on an annual basis.
- Ensure a current MOU between the MSP/EMHSD and the United States Coast Guard is maintained and updated every five years.

Duty 3: Coordinate and assist the Finance Section with the management of the REP program budget.

- Determine funding needed to support salaries, fringe benefits, and overtime for REP Unit staff on an annual basis.
- Determine funding needed for the Michigan REP Conference, supplies, travel, and equipment costs on an annual basis.
- Schedule and conduct an annual budget meeting with representatives from the EMHSD's Financial Management and Audit Section, staff from the Department of Environment, Great Lakes and Energy (EGLE), and the Emergency Preparedness Managers from Michigan's three nuclear power plants.
- Approve the REP program expenditures according to the annual operating budget.
- Assess staffing needs on an annual basis and request additional funding from the nuclear power plants if more staff are needed.
- Maintain a current MOU for the MSP/EMHSD providing contractual services to the three nuclear power plants.

Duty 4: Provide management support to the division during activation of the SEOC for disaster or emergency drills, exercises and actual events. Perform other duties as assigned.

- Provide support to the division in the SEOC in an assigned role during disaster/emergency drills, exercises, and actual events as assigned or as required by the Incident Command System and in accordance with standards set forth by the National Incident Management System and the National Response Framework. Participate in drills and exercises, including but not limited to: routinely scheduled REP drills/exercises; tabletop or functional exercises addressing specific hazards and/or functions; exercises supporting local jurisdictions or state agencies; exercises supporting FEMA or other federal agency partners; and exercises supporting nongovernmental entities that have identified roles in state emergency operations.
- Perform other emergency support functions in the SEOC during disaster/emergency drills, exercises, and actual events as assigned by the SEOC Director.
- Be available to respond to disasters in the SOM outside normal business hours.
- Provide subject matter expertise related to radiological emergency response during SEOC operations, as applicable.
- Other duties, as assigned.

Types of decisions made independently and whom or what those decisions affect: This position is responsible for overseeing the work assignments of the REP Unit staff and assigning projects and tasks, establishing budget priorities, coordinating activities with local, state, federal, international, and private partners, and acting as the catalyst for resolving complex programmatic problems. The REP Unit Manager will work closely with the technical experts within the EGLE to provide advice in REP-related training, exercise design and coordination, preparedness and planning, and guidance on adhering to federal requirements.

Types of decisions that require the supervisor's review: The Section Manager shall be included in matters that impact other Sections within the EMHSD or other Divisions of the MSP, involve Command or Department level review and approval, or carry significant financial, legal, or political consequences. Decisions related to overall program strategy, resource commitments, organizational structuring, and partnership continuity should be conferred with the Section Manager. Communication with the FEMA’s Regional Assistance Committee Chairperson regarding the REP program matters shall be conducted by the Section Manager.

Physical effort used to perform this job and environmental conditions of this position: This position entails routine office work, including use of a computer, telephone, fax, general office and audio-visual equipment, and participation in meetings. Driving an automobile, standing, sitting, typing, writing, walking, stooping, kneeling, carrying, and bending are all physical tasks that may be performed occasionally. This position will operate from a variety of locations, including home office, MSP Headquarters office, classroom, and local meeting rooms. This individual will occasionally transport boxes of published materials. The individual in this position is required to be available to work overtime in a disaster or emergency. Travel to state and national conferences may be required. Flexibility in work schedule to accommodate travel and evening meetings may be required.

Names and classes and levels of employees whom this position immediately supervises:

COLE, SHASTA J	HUMAN RESOURCES DEVELOPER-A 12
STAFFORD, AMY J	DEPARTMENTAL ANALYST-A 12
KETVIRTIS, TIMOTHY R	DEPARTMENTAL ANALYST-A 12
VISGA, KATELIN E	HUMAN RESOURCES DEVELOPER-E P11
STAFFORD, AMY J	DEPARTMENTAL ANALYST-A 12
KETVIRTIS, TIMOTHY R	DEPARTMENTAL ANALYST-A 12
JOHNSTON, DEANNA M	HUMAN RESOURCES DEVELOPER-A 12
CALHOUN, JACK W	HUMAN RESOURCES DEVELOPER-A 12
COLE, SHASTA J	HUMAN RESOURCES DEVELOPER-A 12
ARNDT, CONSTANCE S	HUMAN RESOURCES DEVELOPER-A 12
VACANT	HUMAN RESOURCES DEVELOPER-E
VACANT	HUMAN RESOURCES DEVELOPER-E
VISGA, KATELIN E	HUMAN RESOURCES DEVELOPER-E P11

The essential functions of this position: Manages the REP Unit. This position will work in conjunction with local, state, and federal partners to assist counties within the 50-mile EPZ in the REP program guidance.

The Unit Manager ensures relevant state and local jurisdictions within 50 miles of a nuclear power plant attain a fully qualified level of readiness in the event of an incident at a nuclear power plant. This is accomplished through planning, conducting various drills and exercises, and is documented through an annual certification report capturing essential preparedness data regarding off-site activities. Each of these depends on support and coordination with nuclear power plant staff, local governments, federal partners, state agencies, and emergency responders.

The function of the position's work area and how it fits into that function: The EMHSD coordinates statewide preparedness, response, recovery, and mitigation activities for disasters and emergencies in the SOM. The Training and Exercise Section supports this mission by coordinating preparedness planning, training, exercises, and interagency initiatives across emergency management programs, including REP activities and response associated with nuclear power plant incidents. This position supports that mission by serving as the Unit Manager over the REP program. The position oversees the development of REP related procedures, planning, coordinating with state agencies, federal partners, and local jurisdictions, and supervises interagency coordination related to ingestion pathway preparedness within the 50-mile EPZ, co-leads the REP strategic plan workgroup, and manages the annual operation REP budget.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:
Possession of a bachelor’s degree in any major.

EXPERIENCE:

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:
Excellent interpersonal communication and writing skills are vital to this position. It is preferred that this person be knowledgeable and skilled in all areas of emergency management and demonstrate skills at interpreting federal guidance and negotiating issues with local, state, and federal agencies and private entities. Technical knowledge of REP planning, exercising, and training is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:
Professional Emergency Manager (PEM) certification is required. (May be obtained following appointment)